



United States
Department of
Agriculture

May 14, 2007

Foreign
Agricultural
Service

1400 Independence
Ave, SW
Stop 1034
Washington, DC
20250-1034

Dear Private Voluntary Organization Representatives:

As many of you know, the USDA/FAS' Food Assistance Division has begun Phase I of the redesign of their food aid database. The new system, named Food Aid Information System (FAIS) will address a number of subject areas including proposal management, agreement, commodity and freight tracking, and billing capabilities for key food aid business processes.

On December 6, 2006 we introduced this project and solicited your feedback in a joint meeting. To follow-up on that discussion, we would like to schedule another meeting on Tuesday May 22, 2007 to share our progress over the past 4 months as well as explain where we are going from here. We have spent the months since our last meeting gathering initial requirements for FAIS, and before proceeding we would like to share our findings as well as get your feedback. We consider your input critical to our success, as you will be an integral member of the system's user community.

Our contractor for this project, TeraCore, along with the project manager and me, will lead this effort by discussing key requirements and changes to the current food aid processes. It is the intention of USDA/FAS to get your feedback on the design of FAIS and ensure that USDA/FAS has met your needs to enable greater commitment to this resource.

The date and time for this meeting is Tuesday, May 22, 2007, from 9:30 a.m. to 2:30 p.m. We will break for lunch from 11:30 a.m. to 12:30 p.m. and reconvene if necessary. The meeting will be held at the Portals Building (1250 Maryland Ave., S.W., Washington, D.C. 20024) in Suite CY10. Please respond via email to the Food Assistance Division by COB Friday, May 18, 2007, with your attendance status. The email address is PPDED@fas.usda.gov.

As a key player in USDA's food aid programs, your participation in this process is very important to FAS. We look forward to receiving your input and seeing you on May 22, 2007.

Please feel free to contact the Food Assistance Division if you have any questions. Thank you in advance for your support.

Sincerely,

A. Babette Gainor

A. Babette Gainor, Deputy Director
Food Assistance Division/OCBD
Foreign Agricultural Service/USDA